

STATE AGENCY ADMINISTRATIVE REVIEW SUMMARY

Section 207 of the HHFKA amended section 22 of the NSLA (42 U.S.C. 1769c) to require State agencies to report the final results of the administrative review to the public in an accessible, easily understood manner in accordance with guidelines promulgated by the Secretary. Regulations at 7 CFR 210.18(m) requires the State agency to post a summary of the most recent final administrative review results for each SFA on the State agency's publicly available website no later than 30 days after the SA provides the final results of the administrative review to the SFA. The SA must also make a copy of the final administrative review report available to the public upon request.

School Food Authority Name: Leola School District

Date of Administrative Review (Entrance Conference Date): 2/19/2019

Date review results were provided to the School Food Authority: 03/08/2019

Date review summary was publicly posted: 4/17/2019

The review summary must cover access and reimbursement (including eligibility and certification review results), an SFA's compliance with the meal patterns and the nutritional quality of school meals, the results of the review of the school nutrition environment (including food safety, local school wellness policy, and competitive foods), compliance related to civil rights, and general program participation. At a minimum, this would include the written notification of review findings provided to the SFAs Superintendent or equivalent as required at 7 CFR 210.18(i)(3).

General Program Participation

1. What Child Nutrition Programs does the School Food Authority participate in? (Select all that apply)

- School Breakfast Program
- National School Lunch Program
- Fresh Fruit and Vegetable Program
- Afterschool Snack
- Special Milk Program
- Seamless Summer Option

2. Does the School Food Authority operate under any Special Provisions? (Select all that apply)

- Community Eligibility Provision
- Special Provision 1
- Special Provision 2
- Special Provision 3

Review Findings

3. Were any findings identified during the review of this School Food Authority?

- Yes No

If yes, please indicate the areas and what issues were identified in the table below.

| YES | NO | REVIEW FINDINGS | | |
|--|--------------------------|---|-------------------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | A. Program Access and Reimbursement | | |
| | | YES | NO | |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Certification and Benefit Issuance |
| | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Verification |
| | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Meal Counting and Claiming |
| Finding(s) Details: 1) Finding 1 (Onsite 126): 10 applications were determined incorrectly. A letter from CPA firm providing income amount for 2017 was not taken into consideration when determining the household eligibility by income. Per 7 CFR 245.3 Eligibility Standards and Criteria and the USDA Eligibility Manual for School Meals, agencies must correctly determine each household's eligibility for free and reduced-price meals. | | | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | B. Meal Patterns and Nutritional Quality | | |
| | | YES | NO | |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Meal Components and Quantities |
| | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Offer versus Serve |
| | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Dietary Specifications and Nutrient Analysis |
| Finding(s) Details: 1) Finding 2 (Onsite 410): Per 7 CFR 210.10 Meal Requirements for Lunches and Requirements for Afterschool Snacks, meals offered to each age/grade group must include the food components and food quantities specified in the meal pattern. Repeat violations in this area may result in fiscal action. Please see specific menu findings below. Lunch K-8 8 oz. eq. Meat/Meat Alternate (MMA) was offered throughout the week. 9 oz. eq. of MMA must be offered throughout the week. Lunch 9-12 1/7 & 1/11: 1 oz. eq. Grains were offered each day. A minimum of 2 oz. eq. grains must be offered daily. 2) Finding 3 (Onsite 403): On the day of review only one choice of milk was served for lunch. Per 7 CFR 210.10 Meal Requirements for Lunches and Requirements for Afterschool Snacks (d)(1)(i), schools must offer students a variety (at least two different options) of fluid milk. Repeat violations in this area may result in fiscal action. 3) Finding 4 (Onsite 404, 502): Reviewer observed no posted menu or signage explaining what constitutes a reimbursable meal for lunch for all applicable grade groups. Per 7 CFR 210.10 Meal Requirements for Lunches and Requirements for Afterschool Snacks and USDA Memo SP10-2012 (v.9), students must receive instruction on what constitutes a reimbursable meal through meal identification signage. | | | | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | C. School Nutrition Environment | | |
| | | YES | NO | |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Food Safety |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Local School Wellness Policy |
| | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Competitive Foods |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Summer Outreach, Buy American | | |
| Finding(s) Details: | | | | |

| | | |
|--------------------------|-------------------------------------|---|
| | | <p>1) Finding 5 (Offsite 1000-1006): Local Wellness Policy does not contain all required elements. Per 7 CFR 210.31 Local School Wellness Policy, each local educational agency must establish a Local School Wellness Policy for all schools participating in the National School Lunch Program under the jurisdiction of the local educational agency. The local school wellness policy is a written plan that includes methods to promote student wellness, prevent and reduce childhood obesity, and provide assurance that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum Federal standards. Other school-based activities to promote wellness not identified. Documentation of outreach to stakeholders for Committee participation/update not maintained/completed. Policy does not specify that stakeholders are made aware of their ability to participate in the development, review, update, and implementation of the policy.</p> <p>2) Finding 6 (Onsite 1403, 1411): Reviewer observed two food components (mandarin oranges/pineapple) were found to be non-compliant with the Buy American provision as their country of origin was outside the USA. The SFA did not have documentation on file to support an exception to the Buy American requirement for these products. Per 7 CFR 210.21(d) Buy American requirement, a food or food product is grown and/processed in the USA. At least 51% of the final processed product must be made up of domestically grown commodities. For products that are not USA grown and processed, the SFA needs to have a documentation indicating that domestic products are truly not available or reasonably priced.</p> <p>3) Finding 7 (Onsite 1407): The Food Safety Plan/Standard Operating Procedures (SOPs) were not implemented, reviewed, and updated as required. The Food Safety Checklist is also not completed. The checklist must be completed at least monthly, but the SOPs and checklist must identify an accurate reflection of frequency. Per 7 CFR 210.13 Facilities Management, the school food authority must develop a written food safety program that covers any facility or part of a facility where food is stored, prepared, or served.</p> <p>4) Finding 8 (Onsite 1601): SFA did not inform households of the availability of SFSP. No documentation available. According to 7 CFR 210.12 Student, Parent, and Community Involvement, school food authorities must cooperate with Summer Food Service Program sponsors to distribute materials to inform families of the availability and location of free Summer Food Service Program meals for students when school is not in session.</p> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <p>D. Civil Rights</p> <p>Finding(s) Details:</p> |